



CITY OF SPRINGDALE
Position Description

POSITION TITLE: Battalion Chief-Fire Marshal

Exempt (Y/N): No

DEPARTMENT: Fire

DATE PREPARED: August, 2006

SUPERVISOR: Assistant Fire Chief

SUMMARY

The incumbent is responsible for oversight of the City's Fire Prevention Programs. Provides new construction review, fire safety inspections, fire safety public education fire "original cause" investigations, fire code enforcement, special operations and complaints. This position is responsible to perform job duties in an accurate manner in order to protect the safety and property of the citizens of the City of Springdale.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Provide fire safety public education – Fire extinguisher classes, evacuation plans, public speaking, mass media interviews and tours.
2. Perform fire safety inspections – All occupancy types except private residential; inventory of situations or circumstances that are a possible fire liability.
3. Perform fire origin/cause investigations – Determine where the fire started and how it started, could possibly lead to criminal charges.
4. New construction review – Track and oversee that new buildings projects have proper fire service safety features.
5. Fire code enforcement – Work in conjunction with other city offices to ensure adherence to state fire code.
6. Identify and coordinate training for fire prevention personnel to maintain the knowledge and expertise necessary to perform the duties of inspecting and fire investigating.
7. Complaints – Intervention on fire safety complaints.

8. Perform other related duties as required or assigned.

Budget Responsibility:	\$ 260,530 Annual dollars
Facilities and Equipment Responsibility:	\$ 100,000 Total value

SUPERVISION RESPONSIBILITIES

Directly supervises two non-supervisory positions within the department. Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

EDUCATION AND EXPERIENCE

Associate's degree (A.A.) from two year college or technical school and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of four years of management experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid Arkansas Driver's License, Firefighter II, Officer II, Instructor I, Inspector I, Plans Review, fire Investigator.

INTERNAL COMMUNICATIONS

Regular contacts within the department and with other departments as needed.

EXTERNAL COMMUNICATIONS

Regular contacts with developers, engineers, vendors, citizens, outside representatives, community groups as needed.

USE OF EQUIPMENT AND/OR COMPUTERS

Must be proficient in the use of a personal computer, standard office equipment, standard firefighting equipment, fire investigating equipment, law enforcement equipment and two way radio.

OTHER SKILLS AND ABILITIES

Ability to utilize both internal and external resources to obtain information and data necessary to carry out routine assignments and special projects. Must have ability to establish and maintain effective working relationships with management and staff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

While performing the functions of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the functions of this job, the employee is occasionally exposed to wet/and or humid conditions, moving mechanical parts; high, precarious places, fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; works with explosives; risk of radiation; and risk of vibration.

The noise level in the work environment is usually moderate.